

<b>Job Title</b>	Program Coordinator, USDA NEXTGEN Grant--ANSCId Program
<b>PVN ID</b>	LA-2307-005732
<b>Category</b>	Administrative Services
<b>Location</b>	LAGUARDIA C. C.
<b>Department</b>	Natural Sciences Department
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$52,000.00 - \$58,950.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Sep 13, 2023 (Or Until Filled)

## General Description

LaGuardia Community College invites applications for a Project Coordinator to assist with the development, coordination and evaluation efforts of a dynamic educational change initiative, The Animal Science Discovery (ANSId) program: A summer experiential learning, career development, and scholarship pipeline program between LaGuardia Community College (2-years) and Rutgers (4-years). Supported by the USDA NEXTGEN grants, *ANSCId* aims to open the gateway to a tiered pathway that is structured, scaffolded, rich in experiential learning, peer mentoring and fortified with scholarships to forge a pipeline between NYC high schools to LAGCC (2-year) and Rutgers (4-year) for careers in Animal Science. ANSCId is student-centered and will support student learning and success via: (1) advertising, outreach, engagement, articulated transfer agreements; (2) paid, summer experiential learning program; (3) transfer scholarships for bachelor's degrees in Animal Science, and (4) peer mentorship, career development, and USDA career pipeline.

Reporting to the Project Director of the ANSCId program, the Coordinator will play a crucial role in coordinating all project activities. Working with faculty and staff in Academic Affairs, Institutional Research, Student Affairs, as well as the Project Coordinator at Rutgers, the Project Coordinator will facilitate key project components, including project evaluation. Responsibilities include:

- Support the vision of the Project by working with the Project Director and other college stakeholders to ensure admitted students are connected seamlessly to academic and career pathways, and supported in making informed educational decisions that connect their academic experiences with purposeful transfer and career plans. Work with Project Director to:
  - Create high-tech media outreach for recruitment and enrollment events.
  - Plan and execute all orientation and recruitment events.
  - Develop surveys and other quantitative data collection methods
  - Conduct outreach to high schools.
  - Establishing the experiential learning program on the Rutgers Farm campus. In coordination with the Rutgers Co-Project Director.
  - Recruit, hire and onboard students into the peer mentorship program.
  - Establish, advertise and onboard students into the transfer scholarship program.

## Other Duties

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- Assist with ordering supplies and materials, purchasing services and submitting payment requests to process invoices
- Coordinate and help develop project activities, from planning to program implementation and evaluation and submission of midterm and final reports to the sponsor
- Help develop resources and experiences for students that complement project activities.
- Coordinate and monitor the completion of scheduled project activities in accordance with established time frames and budgets, helping ensure the judicious expenditure of these resources in accordance with the terms of the grant
- Coordinate partnership meetings with staff and administrators across LaGuardia
- Coordinate evaluation processes, working with the College's Office of Institutional Research and Assessment.
- Develop, organize, and maintain records and data to streamline reporting processes.
- Work cohesively with the Rutgers team in order to ensure that all program guidelines are met.

## Qualifications

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To guide this effort, LaGuardia seeks a proven, hard-working educational innovator who can manage multiple responsibilities, communicate effectively and work cohesively with others to advance broad and meaningful educational change.

Bachelor's Degree or higher and at least two years of relevant experience is required.

Other qualifications include:

- Experience managing grant-funded projects and/or major initiatives in an educational setting, with strong preference for projects that support community college students, particularly students within the STEM fields.
- Skilled bilingual communicator (Spanish) is a plus but not necessary.
- Ability to help manage project evaluation and project reporting, including basic familiarity with qualitative and quantitative evaluation methodology.
- Knowledge and skill in educational applications of digital technology and all forms of advertising (print, digital, social media).
- Knowledge of building scholarship or peer mentorship or experiential learning programs.
- Demonstrated knowledge of and commitment to the community college mission.
- Strong written and oral communication skills.
- Reliability in working as a team player, adapting to a complex, fast-moving urban educational institution.

## APPLICATION PACKAGE

Please enclose the following in your application package.

- A cover letter indicating the subject line as Project Coordinator - ANSCld Project, referencing the position, and stating reasons for applying to LaGuardia Community College specifically, as well as how your work

experience meets the qualifications described above.

- Current and detailed curriculum vitae;
- Reference Contact Information for three (3) recommenders (email and phone number).